18 Re-Print a SAR

Introduction to Print a SAR

If a SAR has been authorized or extended, the user may click "Print" from View SAR. The Windows Print Dialogue Box will appear.

Objectives
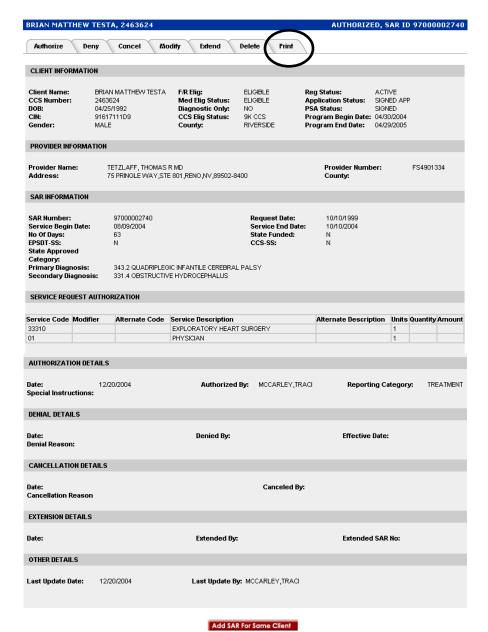
At the completion of this section, you will be able to:

- Print a SAR

18.1 Entry into the Print SAR Tab

Notes

Enter through View SAR Details
1. Search for the SAR and view the details on View SAR Details.
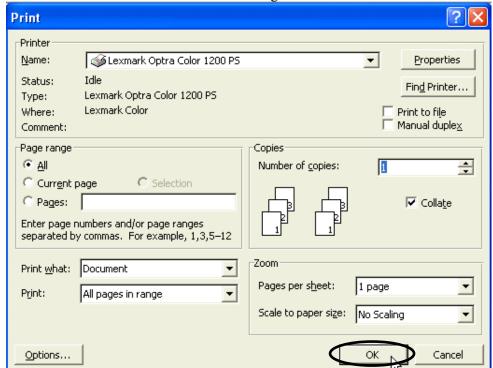2. For the SARs that have an "authorized" or "extended" status, click the "Print" tab.

18.2 Click "Print" from the Windows Print Dialogue Box

1. Find the Windows Print Dialogue Box.
2. Click the "OK" button on the Print Dialogue Box.